

OFFICIAL TIME POLICY

WILDLIFE SERVICES
LOUISIANA



United States
Department of
Agriculture

Animal and
Plant Health
Inspection Service

Wildlife Services

Louisiana State Office
P.O. Box 589
Port Allen, LA 70767
(225) 389-0229
(225) 389-0228 FAX

DATE: 26 November 2001

TO: All WS Employees-Louisiana

FROM: Dwight LeBlanc, State Director; Wildlife Services; Port Allen, LA *DL*

SUBJECT: Establishment of Official Time Policy for APHIS EEO Complainants

According to the Code of Federal Regulations, Section 1614.605(b), employees are entitled to a reasonable amount of official time to present subject complaints and to respond to agency requests for information. However, the employee and the agency should have a mutual understanding of the amount of official time needed to accomplish these tasks **prior to the employee's use of such time.**

Enclosed is a copy of the pages 6-15 and 6-16 of the Equal Employment Opportunity Commission's (EEOC) Management Directive 110. This document addresses the granting official time for employees to prepare EEO complaints (VIII.C.). Please note that this regulation also covers complainant representatives who are themselves federal employees. The following is State policy with regards to the "Official Time" Directive:

- Upon learning of a request to use official time for EEO complaint preparations, managers should contact the Wildlife Service's APFUS Civil Rights Enforcement and Compliance (CREC) specialist, Mr. Michael W. Holmes (202-720-5284) and the State Director of the Louisiana Wildlife Services program. Validity of the complaint and status of the complaint should be determined at that time.
- Employees must request use of official time at least one week prior to the date that time will be needed. This request must be in writing. Additionally, the supervisor must provide an approval or denial of the request, in writing, to the employee and State Director. Reasons for a denial must be stated and an alternate time must be provided.
- An approved request may be extended if additional time is needed. Requests for extensions must be in writing, as well as approval/denial decisions.
- A copy of all requests for official time **must be forwarded** to-the CREC staff through the State office.

If you have any questions or need more information, please contact me or your supervisor. In addition, supervisors should let me know when your employees have received this policy so that it can be reported to CREC.

Attachment: As stated



Resolving conflicts between people and wildlife